

RESOLUTION NO. 2002-06

A RESOLUTION OF THE LODI CITY  
COUNCIL APPROVING THE JOB  
SPECIFICATION AND SALARY RANGE  
FOR FACILITIES SUPERVISOR

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the job specification for the Facilities Supervisor, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, that the City Council hereby approves the salary range as follows:

<u>Facilities Supervisor</u>				
S T E P				
A	B	C	D	E
\$ 3,270.19	\$ 3,433.70	\$ 3,605.38	\$ 3,785.65	\$ 3,974.94

Dated: January 2, 2002

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I hereby certify that Resolution No. 2002-06 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 2, 2002 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi, and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

**FACILITIES SUPERVISOR**

**DEFINITION**

Plans, assigns, supervises, and reviews the work of building maintenance personnel in the Facilities Division of the Public Works Department. Assigns and reviews the work of multiple field crews; performs a variety of administrative duties and other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is a supervisory level class in the Fleet and Facilities Division of the Public Works Department. Persons in this class assist the Fleet and Facilities Manager in the management of the division; they are distinguished from the Manager by the lesser extent of policy-making and other managerial responsibilities and from the facilities services staff by the greater extent of technical knowledge and management of contracted services.

**SUPERVISION EXERCISED AND RECEIVED**

Exercises direct supervision over subordinate maintenance positions.  
Receives general supervision from the Fleet and Facilities Manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, assigns, supervises, and reviews the work of subordinate personnel;
- Assists in program development and management for the Facilities Division;
- Assists in budget development and administration;
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluations, training, selection, dismissals, transfers and disciplinary actions;
- Participates in the construction, remodel and maintenance of facilities, buildings, and structures, equipment, and building support systems;
- Prepares work schedules;
- Inspects facilities that are cleaned/maintained/repared by contractors for compliance to contract and safety hazards;
- Supervises and assists staff and contractors in the management and monitoring of Heating, Ventilation, and Air Conditioning (HVAC) systems and controls;
- Supervises, schedules and directs contract services for the division;
- Schedules, supervises, and does maintenance on equipment and tools;
- Maintains a variety of administrative records and reports;
- Reads and interprets construction plans and specifications;
- Operates Facilities Division equipment and trains subordinates in the safe handling and operation of equipment.
- Prepares specifications and assists in bidding of contracted services;

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## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Methods, materials, procedures, and equipment used in the general construction, repair, and maintenance of facilities;
- Principles and techniques of supervision;
- Purposes and uses of a variety of equipment, power tools, hand tools, and vehicles used in facility construction and maintenance;
- Practices and procedures of building maintenance;
- Federal and State regulations governing facilities; Building Code requirements;
- Contracting and subcontracting practices and procedures;
- Safety principles, practices, and procedures;
- Operation, mechanics, and maintenance of heating and cooling systems;
- Fundamentals of carpentry, plumbing, cement, electrical, key systems and machinery work.

### **Ability To:**

- Supervise, schedule and review the work of others;
- Estimate materials and equipment, time, and resources required to accomplish division projects;
- Operate a variety of hand and power tools, equipment, and vehicles; and utilize testing equipment;
- Train, direct and operate in the use of heavy power driven equipment used in facility construction and maintenance;
- Read and interpret plans and specifications;
- Perform a variety of construction, maintenance, and repair tasks related to facilities;
- Communicate clearly, orally and in writing;
- Keep records accurately and neatly;
- Use and operate personal computer, related software and peripheral equipment;
- Establish and maintain cooperative working relationships with the public, contractors, vendors and employees.

## **EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

### **Education:**

Equivalent to the completion of high school.

**Experience:**

Five (5) years experience in facilities maintenance or related field including two years of which were in an administrative or lead worker capacity.

**LICENSES & CERTIFICATES**

- Possession of a valid (class C) Driver's License issued from the California Department of Motor Vehicles.